



MARYLAND

SMALL BUSINESS RESOURCE GUIDE

WIKI





ND'S INNOVATION ECON



Our progress as a state depends on the prosperity of our small businesses. Governor Martin O'Malley



Governor’s Commission on Small Business

In January, 2011, Governor Martin O’Malley appointed 17 members to the Governor’s Commission on Small Business. The Commission provides a forum for small business to articulate and address barriers to business growth, recommend policy development measures to the Governor and General Assembly, evaluate and implement recommendations of the Small Business Task Force, and develop recommendations to promote and encourage the viability of Maryland’s small businesses.

GETTING STARTED

Assistance in understanding, qualifying or applying for any of the programs outlined in this resource guide begins by contacting the state’s small and minority business advisors at the Maryland Department of Business and Economic Development’s Office of Small Business.

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Office of Business Services

410-767-0595 | ChooseMaryland.org

The Office of Business Services oversees the work of the Office of Small Business and the Regional Field Offices.

Office of Small Business

410-767-0595 | ChooseMaryland.org

The Office of Small Business (OSB) supports the Governor's goals for economic growth by providing personalized attention to business clients and acting as liaison, information provider, ombudsman and problem solver to resolve small business concerns quickly and efficiently.

Hands-on-Assistance

Through hands-on-assistance, OSB helps Maryland's small and minority-owned businesses:

- Navigate local, state and federal government regulations and processes
- Identify and connect to state and federal resources
- Expand and develop through specially tailored business seminars and forums
- Understand permit and license requirements
- Access state and federal financing programs and a host of other services

Visit ChooseMaryland.org for:

- Information on starting a business
- Business licensing information
- State and federal contracting opportunities
- Access to capital and tax credit programs
- Commercial product development

Collaboration

OSB collaborates with other government agencies to guide, stimulate and promote small and minority businesses and assist in the creation and development of business initiatives. OSB works in cooperation with the following state partners:

- Governor's Office of Minority Affairs
- Department of Housing and Community Development
- Department of Labor, Licensing and Regulation
- Department of Transportation
- Department of General Services
- Department of the Environment
- Department of Natural Resources
- Department of Disabilities

Paul Reed Smith – PRS Guitars

From start to finish, Paul Smith's goal has always been to build guitars with magic. Crafting with passion and pride, PRS Guitars are the extraordinary instrument of choice for music legends like Carlos Santana, Al Di Meola and David Grissom.



DBED Regional Field Offices and Contacts

Eastern Shore

Counties: Somerset,
Wicomico and Worcester

Renee Stephens: 410-978-4336

P.O. Box 2841

Salisbury, Maryland 21802

Counties: Caroline,
Dorchester, Kent, Queen
Anne's and Talbot

Mindie Burgoyne: 410-718-0094

P.O. Box 386

Easton, Maryland 21601

START-UP AND BUSINESS DEVELOPMENT

Starting a business is an exciting and challenging undertaking. To help ensure success it is important to be familiar with the basic requirements in Maryland. The following list provides a good starting point.

- Select business structure
- Create and register business
- Obtain personal property tax information
- Register trade name
- Obtain federal, state, county and local tax information
- Check county and local zoning requirements
- Check state and local license requirements
- Obtain and complete application for Maryland business license

(For detailed information regarding each topic, visit dat.state.md.us)

Maryland Small Business Development Center Network (MDSBDC)

mdsbdc.umd.edu

The MDSBDC network provides consulting services and training programs to current and prospective small business owners in Maryland. Services include:

- Free individual counseling
- Business plan assistance
- Accessing capital

Most of MDSBDC's locations throughout Maryland have a resource library with information on starting, operating and growing a small business. Regional offices provide resources and referral services to assist Maryland businesses develop, expand and compete globally.

Southern Maryland

Counties: Calvert, Charles and St. Mary's

Steve Wall: 301-274-9138
Angela Thornton: 301-274-9123
15045 Burnt Store Road,
P.O. Box 549
Hughesville, Maryland 20637

Western Maryland

Counties: Allegany, Garrett and Washington

Vickie Swink: 301-722-0054
138 Baltimore Street, Suite 203
Cumberland, Maryland 21502

Maryland's Small Business Regional Offices

Western

Garrett, Allegany,
Washington, Frederick
westernmdsbdc.org
301-687-1080

Central

Baltimore City, Baltimore,
Howard, Anne Arundel
centralmdsbdc.org
877-421-0830

Northern

Carroll, Harford, Cecil
harford.edu/sbdc
410-836-4237

Capital

Montgomery, Prince
George's
capitalregionsbdc.umd.edu
301-403-0501

Southern

Charles, Calvert, St. Mary's
sbdchelp.com
301-934-7583

Eastern

Kent, Queen Anne's,
Caroline, Talbot,
Dorchester, Wicomico,
Somerset, Worcester
salisbury.edu/sbdc
800-999-7232

United States Small Business Administration (SBA)

sba.gov

SBA provides financial, technical and management assistance to Americans who want to start, run and grow a business. The agency's services encompass the full range of assistance, including information on procurement assistance, the Small Business Innovation Research program and surety bonding.

SBA's Baltimore District Office serves most of Maryland with the exception of Prince George's and Montgomery counties, which are served by the Washington, D.C. District Office.

- Baltimore Office: 410-962-4392
- Washington, D.C. Office: 202-272-0345

Service Corps of Retired Executives (SCORE)

800-634-0245

score.org

SCORE is a volunteer association sponsored by the Small Business Administration. SBA staff matches volunteer business management counselors with clients in need of expert advice, helping them identify problems, determine the causes and find solutions. All individual and team counseling is free and confidential; a nominal fee is charged for seminars and workshops.

SCORE also provides online workshops, business plan and financial templates to walk through the business planning process, a free business financing guide, a free internet marketing workbook and sample business plans. SCORE's web site provides contact information for the state's chapter offices and features "Small Biz Resource Links," featuring these topics:

- Biz Planning and Managing
- Communications and Human Resources
- Finance
- Franchising
- Government, International Trade, Legal and Tax
- Sales and Marketing
- Technology and Internet
- US Small Business Administration

The Microenterprise Council of Maryland (MCM)

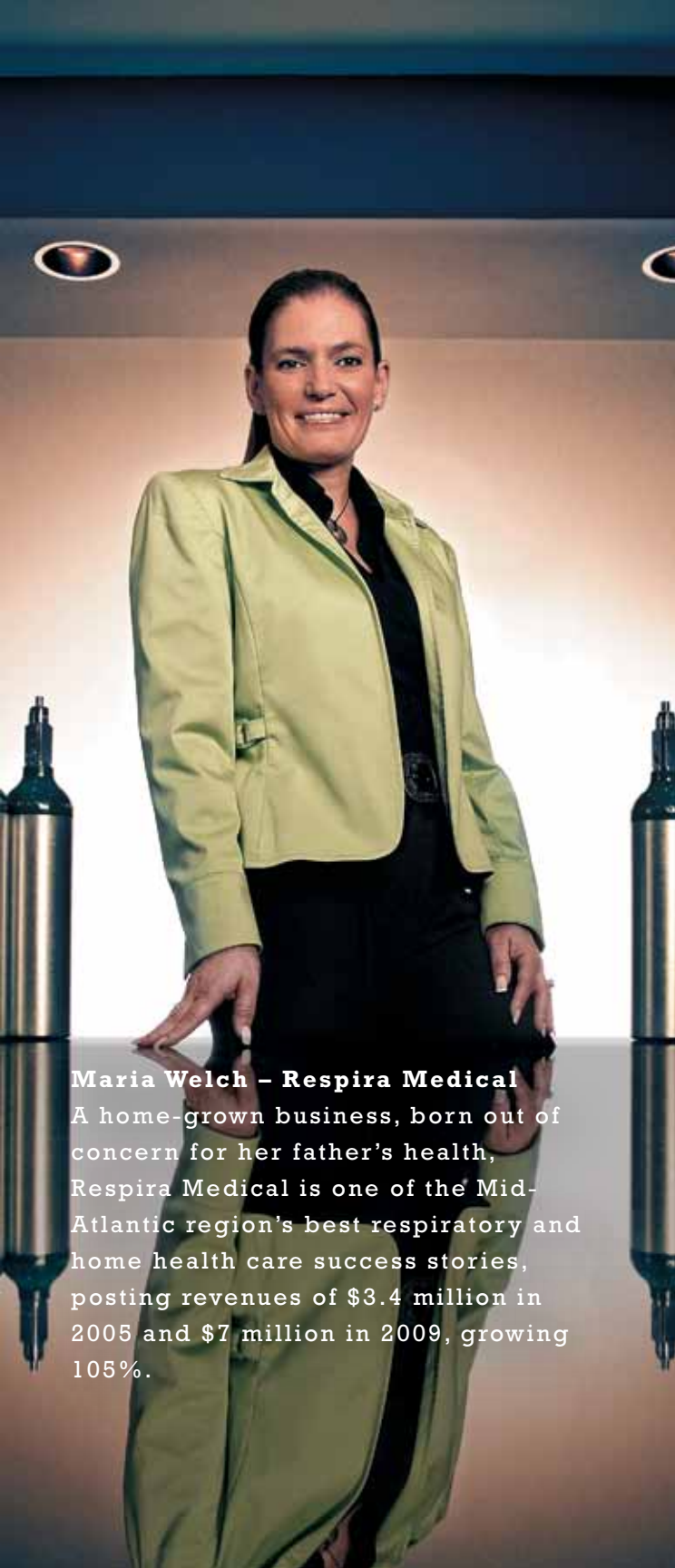
410-514-7776

emicromaryland.com

MCM is a nonprofit network of public agencies and private companies that provide direct services and support to people starting microenterprises with five or fewer employees. Common microbusinesses include car repair shops, dry cleaners and tailors, daycare providers, arts crafts stores, computer services, catering, fishing charters and many others.

MCM member organizations offer a variety of business development services to microbusinesses such as:

- Outreach
- Training and technical assistance
- Credit and affordable loans
- Asset development and economic literacy
- Screening and assessment
- Personal skills and Internet training
- Community networking and resource sharing
- Government certification and procurement assistance



Maria Welch – Respira Medical

A home-grown business, born out of concern for her father's health, Respira Medical is one of the Mid-Atlantic region's best respiratory and home health care success stories, posting revenues of \$3.4 million in 2005 and \$7 million in 2009, growing 105%.

PERMITS AND REGULATIONS

When starting a business in Maryland a number of resources are available for information on business licensing and registrations, occupational licenses and other regulatory and compliance issues

Business License Information System (BLIS)

ChooseMaryland.org/blis

The BLIS website helps new and existing business owners determine which state permits and licenses are required to operate in Maryland. BLIS also provides comprehensive information and contacts for all of Maryland's occupational licenses, as well as helpful links to other business-related sites throughout the state. BLIS enables customers to apply for certain permits and licenses online and may be accessed 24 hours a day, 7 days a week.

Business Registration and Licensing

Department of Assessments and Taxation registers companies that do business in Maryland, issues business charters, registers trade names and provides information on other corporate matters.

410-767-1350
1-888-246-5941
dat.state.md.us

Taxpayers Assistance Program through the Maryland Comptroller's Office provides businesses with information about sales, income and withholding taxes.

410-767-1300
1-800-492-1751
comp.state.md.us

Department of Natural Resources provides licensing and regulatory services for watermen, taxidermists, waterfowl operations, fur dealers, charter boats, tree experts, foresters, forest products operators and fisheries.

Licensing Agents Initiative authorizes businesses to sell various licenses issued by the Department of Natural Resources (i.e. hunting, fishing) to the public.

877-620-8367
dnr.state.md.us/service



Maryland Made Easy

Governor Martin O'Malley launched "Business in Maryland Made Easy," an economic development initiative and part of the Administration's ongoing efforts to improve the conditions that allow businesses to grow and create jobs. "Maryland Made Easy" includes specific strategies for state agencies to help improve Maryland's business environment by streamlining processes, simplifying regulations and improving communication.

Labor and Professional Licensing

Maryland Department of Labor, Licensing and Regulation (DLLR), Division of Occupational and Professional Licensing

410-230-6220

dllr.state.md.us/license

DLLR's Division of Occupational and Professional Licensing is responsible for licensing and regulating the activities of individuals, corporations and partnerships. Twenty-three occupations and professions require licensing. For a complete listing go to dllr.state.md.us/license.

- architects
- athletic commissions
- barbers
- cosmetologists
- master electricians
- examining engineers
- professional engineers
- foresters
- heating, ventilation, air conditioning and refrigeration contractors

- home improvement contractors
- certified interior designers
- landscape architects
- professional land surveyors
- pilots
- plumbers
- public accountants
- real estate professionals
- second-hand precious metals objects dealers and pawnbrokers
- sports agents
- cemetery oversight
- health professions

U.S. Department of Labor Foreign Labor Certification Employment and Training Administration

foreignlaborcert.doleta.gov

Foreign Labor Certification Program provides assistance to U.S. businesses that must file for labor certification for foreign workers hired on a seasonal, peak load, intermittent or permanent basis.

Environmental Regulation

Permits Service Center

410-537-EPSC

mde.state.md.us

Maryland Department of the Environment (MDE) provides compliance and permitting assistance for small businesses with air, waste and water permits. MDE's Environmental Permits Service Center provides pollution prevention information and assistance to businesses. Free, on-site pollution prevention opportunity assessments are available through the University of Maryland Manufacturing Assistance Program (mtech.umd.edu/ummap).



Mario Armstrong – MA Media
Head of MA Media, a technology-media company that creates content for traditional, mobile and online outlets, Mario Armstrong is a talk show host, on-air tech contributor for NPR's Morning Edition and weekly CNN commentator.

BUSINESS GROWTH

Many resources are available to help Maryland's small businesses tap innovative markets, find new talent, train existing workforce and build a successful enterprise.

Workforce Development

Partnership for Workforce Quality (PWQ)

410-767-6300

1-800-541-8549

ChooseMaryland.org

Provides matching training grants and support services to improve the competitive position of small and mid-sized manufacturing and technology companies. PWQ matching grants are used to increase the skills of existing workers for new technologies and production processes, improve employee productivity and increase industry employment stability. The matching grants are made directly to companies as well as through a number of manufacturing, software industry and ISO 9000 consortia programs working in cooperation with DBED.

Maryland Apprenticeship and Training Program (MATP)

410-767-2246

dllr.maryland.gov

Maryland Department of Labor, Licensing and Regulation's MATP provides free technical assistance for employers who wish to establish apprenticeship programs, combining full time employment with related classroom instruction. More than 3,000 Maryland employers participate in 100+ skilled trades and crafts throughout Maryland.

Maryland Workforce Exchange

410-767-2173

dllr.maryland.gov

Maryland Workforce Exchange provides local, statewide and national exposure of job openings through the web-based CareerNet, which is linked to the America's Job Bank web site. The one-stop recruitment centers provide access to telephones, fax machines, copiers and the Internet. Assistance is available with recruitment of veterans, minorities and individuals with disabilities to help businesses meet their Equal Employment Opportunity affirmative action requirements.

Workforce Investment Act (WIA)

410-230-6001

dllr.maryland.gov

Initiatives under WIA provide assistance to businesses through on-the job training (OJT) and customized training programs. Under the OJT program, employers hiring eligible job seekers may receive financial assistance for training provided within the OJT contract period. The OJT contract is a vehicle for developing job skills for the new employee, but it also helps defray the employer's up-front training costs. In addition, employers requiring specific job skill sets may need training components to provide incumbent workers and new employees with these new job skills. Customized training programs provide workers with tailored job skills.

Maryland Business Works (MBW)

410-767-2173

dllr.maryland.gov

MBW program is an effort to support employer strategies for upgrading the skills of currently employed workers and provide funding to businesses to train incumbent workers in specific skills needed by businesses or industry. The program requires a dollar-for-dollar match from the employer. For-profit and non-profit employers in the following industries can qualify:

- Healthcare
- Manufacturing
- Bioscience
- Construction
- Education
- Finance/Insurance
- Hospitality and Tourism
- Information Technology
- Transportation and Warehousing
- Professional and Business Services
- Energy and Sustainability

Procurement and Certification

B2G

B2G@choosemaryland.org

ChooseMaryland.org

B2G is DBED'S resource website dedicated to assisting businesses that seek to work with state and federal government agencies. The website includes a guide, state and local resources, federal and state contracting opportunities, news and events as well as upcoming government contracting events.

Maryland Procurement Technical Assistance Program (PTAP)

301-403-2740

mdptap.umd.edu

PTAP is a program of the Maryland Small Business Development Center Network (SBDC) designed to help small and minority businesses identify, bid and perform on government prime and sub-contracts. DBED and the Defense Logistics Agency of the United States Department of Defense fund this program in cooperation with the SBDC and the University of Maryland College Park.

Governor's Office of Minority Affairs (GOMA)

410-767-8232

minoritybusiness.com

Maryland's "one-stop shop" for information and support to help women and minority businesses navigate the state's procurement and certification processes. GOMA acts as ombudsman for more than 200,000 minority and women-owned businesses throughout the entire business lifecycle. GOMA oversees the state's Minority Business Enterprise (MBE) program for all state agencies. Services include:

- Advising the administration on key issues that affect the minority communities
- Developing MBE Program policy and procedures
- Increasing MBE performance across the board
- Enhancing outreach and service delivery to the small and minority business communities
- Supporting and overseeing compliance of MBE and Small Business Reserve (SBR) programs

Maryland Department of Transportation (MDOT), Minority/Disadvantaged Business Enterprise Program

410-865-1269 or 800-544-6056

mdot.state.md.us

MDOT is the uniform certification agency for Maryland. It conducts certification reviews for all state agencies, including MDOT agencies with federal regulatory responsibility, such as the Maryland Aviation Administration, the Maryland State Highway Administration and the Maryland Transit Administration.

Companies that receive certification as a Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) business gain greater exposure for work opportunities on state and federally funded projects.

The names of all certified firms appear in the MBE/DBE Directory, a reference manual that is widely distributed to all state departments, agencies, local governments, contracting and business communities and the general public.

Small Business Reserve Program

smallbusinessreserve.maryland.gov
410-767-4270

Small Business Reserve Program, administered by the Governor's Office of Minority Affairs through the Department of General Services (DGS) requires 22 state agencies to reserve 10% of the value of their annual procurements for bidding by qualified small businesses as prime contractors. Small business owners may register at the DGS web site, dgs.state.md.us and click on the Small Business Reserve icon.

Maryland M@rketplace

emarylandmarketplace.com

Maryland uses Web-based eMaryland M@rketplace to create solicitations, accept bids and make awards, and purchase goods through on-line catalogs. Eligible organizations include state agencies, counties, cities, towns, enumerated school districts or any other political subdivision of the state. For additional information or to register, visit the DGS web site.

Maryland Department of General Services, Small Business Preference Program

410-767-8232
dgs.state.md.us

Small Business Preference Program helps ensure that small businesses receive a portion of the state's total purchases of equipment, materials and supplies. Once a small business is certified, it may participate in the required bidding process. Bids under this program are solicited from small and regular bidders.

Small Business Administration [8(a)] Business Development Program

1-800-827-5722
sba.gov/8abd

Administered by the U.S. Small Business Administration, the [8(a)] Program assists minority businesses by improving their ability to compete on an equal basis in the mainstream of the American economy. The program uses one-on-one counseling and training workshops and offers other assistance in expanding into contracting activity with the federal government and provides information

on the process of meeting financial and bonding needs. To participate, a business must be at least 51 percent owned and operated by an individual certified as socially and economically disadvantaged and it must have been in existence two full years before applying.

Technology Development

University of Maryland Manufacturing Assistance Program (UMMAP)

301-405-3906

mtech.umd.edu/ummap

UMMAP operates from three regional offices throughout the state, offering on-site technical assistance to Maryland companies in the areas of lean manufacturing, business and management, environmental engineering, development of new technologies, manufacturing process improvement, information technology and ergonomics.

Maryland Industrial Partnerships Program (MIPS)

301-405-3891

mips.umd.edu

MIPS provides matching state funds for joint industry/university research and development projects in engineering, computer technology, physical sciences and life sciences. DBED provides funding to the University of Maryland Engineering Research Center to support departmental projects.

University of Maryland Technology Advancement Program (TAP)

301-314-7803

tap.umd.edu

TAP is a leading incubator that assists early-stage companies in achieving their goals. TAP provides a unique bundle of services and resources to speed the maturation of young firms, ranging from intense mentoring and funding introductions to extensive technical resources and a low-cost infrastructure.

Maryland Technology Enterprise Institute (MTECH), Bioprocess Scale-Up Facility

301-405-3909

mtech.umd.edu

The Bioprocess Scale-Up Facility (BSF) is MTECH's modern bioprocessing laboratory dedicated to the development and scale-up of biotechnology products and processes. With more than 678 fermentations

conducted since 1998 alone, the BSF has accelerated the R&D of local biotechnology leaders such as Human Genome Sciences, the National Institutes of Health and MedImmune, as well as growing Maryland start-ups such as Martek Biosciences and Digene Corporation.

Maryland Technology Development Corporation (TEDCO)

410-740-9442 or 800-305-5556

marylandtedco.org

TEDCO facilitates the transfer of technology from university and federal laboratories to the private sector. TEDCO's funding programs support collaborative research and product development, accelerating the growth of emerging technology companies in critical and high-growth sectors.

Export Assistance

410-767-6522

ChooseMaryland.org

DBED's Office of International Investment and Trade offers export assistance for small and mid-sized Maryland companies and coordinates international trade and investment missions and trade show opportunities for Maryland companies.

Export MD

Maryland companies that receive an ExportMD Award are eligible for up to \$5,000 in reimbursement for expenses associated with an international marketing initiative.



Carol Nancy – Sequella

Tuberculosis kills 8,000 people a day and someone dies of TB every 15 seconds. Veteran biotech executive and mother of five, Carol Nancy and Sequella are working to cure infectious diseases like TB with the company's novel antitubercular drug SQ 109.

CAPITAL RESOURCES

Maryland agencies administer a number of programs to assist small businesses with accessing capital. Several of the programs focus on specialized areas of the small business sector such as day care projects and aquaculture enterprises.

Go to page 24 for a fold-out matrix of DBED's Key Small Business Capital Resources

DBED Tax Credit Incentives

Maryland offers numerous tax credits to businesses that create new jobs or make investments in targeted geographic areas. Tax incentives are also available to businesses that hire disabled employees or employees from a low-income population. Additional information is available at ChooseMaryland.org

Enterprise Zone Tax Credits Program

The Enterprise Zone program provides real property and state income tax credits for businesses that locate in one of Maryland's 29 enterprise zones. The real property tax credit is 80 % of the incremental in property taxes over the first five year, decreasing 10% annually during the next five years. The income credit is a \$1,000 credit per new employee. For economically disadvantaged employees the credit increases to a total of \$6,000 per new employee over three years. Enhanced credits are available in enterprise zone focus areas.

One Maryland Tax Credit

Businesses that invest in an economic development project in a "qualified distressed county" and create at least 25 new full-time jobs may qualify for up to \$5.5 million in state income tax credits. Project tax credits of up to \$5 million are based on qualifying costs incurred in connection with the acquisition, construction, rehabilitation and installation of a project. Start-up tax credits of up to \$500,000 are available for the expense of moving a business from outside Maryland and for the costs of furnishing and equipping the new location. The credit can be carried forward 14 years and is refundable, subject to certain limitations.

Biotechnology Investment Tax Credit

Maryland's Biotechnology Investment Tax Credit provides income tax credits for investors in qualified Maryland biotechnology companies. The value of the credit is equal to 50% of an eligible investment made in a qualified



New Legislation Benefits Startups

DBED's InvestMaryland legislation overwhelmingly passed with a 94-43 vote, helping to fuel venture capital investments in Maryland's startup companies. Through the legislation, the Department's Enterprise Fund and Maryland Small Business Development Financing Authority (MSBDFA) receives \$70 million in total funding for fiscal years 2012 through 2014. The Department can award a maximum of \$100 million in tax credits. The bill took effect July 1, 2011.

Maryland biotechnology company during the taxable year. The maximum amount of the credit cannot exceed \$250,000 for investors. If the credit exceeds the tax liability, the remaining credit is refundable. The program has a cap and credits are awarded on a first come, first serve basis.

Brownfields Revitalization Incentive Program (BRIP)

A site that qualifies for this incentive program may also qualify for real property tax credits. The site must be located in a jurisdiction that participates in the BRIP, and owned by an inculpable person. For five years after cleanup, a site may qualify for a real property tax credit between 50% and 70% of the increased value of the site. (In an Enterprise Zone, the tax credit may last for up to 10 years). This credit, combined with other real property tax credits, may not exceed 100% of the tax on the increased value of the site.

Cellulosic Ethanol Technology R&D Tax Credit

The program provides income tax credits for expenses related to cellulosic ethanol technology research and development conducted in the state. The amount of the tax credit is equal to 10% of the eligible expenses incurred and cannot exceed the tax liability for that year. The maximum amount available in each year is limited to \$250,000. Businesses must submit an application to DBED by September 15 for expenses incurred in the previous tax year.

Job Creation Tax Credit

Businesses that create a minimum number of new full-time positions may be entitled to state income tax credits of up to \$1,000 per job or \$1,500 per job in a “revitalization area”. Businesses engaged in an eligible activity must create at least 60 new full-time jobs in a 24-month period; this is reduced to 30 new full-time jobs for high wage jobs, and reduced to 25 new full-time jobs if they are located in a Job Creation Tax Credit “priority funding area.”

Research and Development Tax Credit

For Maryland businesses that incur Maryland qualified research and development expenses, the Basic R&D tax credit is 3% of eligible R&D expenses that do not exceed the firm's average R&D expenses over the last four years and the Growth R&D tax credit is 10% of eligible R&D expenses in excess of the firm's average R&D expenses. The credits are capped at \$3 million each. If the amount of credits all businesses apply for exceeds the cap, each business receives a pro rata share. Businesses must submit an application to DBED by September 15 for expenses incurred in the previous tax year.

Other Maryland Incentives

Work Opportunity Tax Credit

Maryland Department of Labor, Licensing and Regulation
410-767-2080
www.dllr.state.md.us

The Work Opportunity Tax Credit is a one-time federal tax credit available to employers who hire new employees from a qualified population of low-income groups, including workers with disabilities. The credit is up to 40 percent of the first \$6,000 in paid wages if the individual works a minimum of 180 days or 400 hours; or up to 25 percent of the first \$6,000 in paid wages if the individual works a minimum of 120 hours but less than 400 hours. An employer may claim an unlimited number of employees.

Small Business Health Care Tax Credit

smallbusinessstaxcredits.org

410-235-9000

Small employers with fewer than 25 full-time equivalent employees and average annual wages of less than \$50,000 that purchase health insurance, including dental and vision, for employees are eligible for the federal tax credit. To be eligible for a tax credit, the employer must contribute at least 50 percent of the total premium cost. Businesses that receive state health care tax credits may also qualify for the federal tax credit.

Employment Opportunity Tax Credit

dllr.maryland.gov

410-767-2080

Businesses hiring individuals receiving Temporary Cash Assistance (TCA) may be entitled to a two year state income tax credit. The credit is allowed for the first two years of employment for both the wages paid and the childcare or transportation expenses paid on behalf of the employee. In the first year the credit is 30 percent of the first \$6,000 in wages, up to \$1,800, plus up to \$600 of childcare or transportation expenses paid. In the second year the credit is 20 percent of the first \$6,000 in wages, up to \$1,200, plus \$500 in childcare and transportation expenses paid. An employer may claim the tax credit for an unlimited number of employees.

Military Reservist and Service-Disabled Veterans No-Interest Loan Program (MDVA)

410-260-3481

mdva.state.md.us

This program provides loans of up to \$50,000 from one to eight years for businesses owned by military reservists, service-disabled veterans, active duty National Guard personnel and businesses that employ or are owned by such persons.

Other Maryland Financing Programs

Maryland Department of Housing and Community Development (DHCD)

Division of Neighborhood Revitalization

410-514-7000 or 1-800-756-0119

dhcd.state.md.us

DHCD's Division of Neighborhood Revitalization (NR) is committed to empowering communities through its programs for loans, grants, technical assistance & tax

credits. Assistance through NR is designed to serve as a tool for communities, businesses & organizations to leverage additional funding from investors, foundations & local governments.

- **Maryland Capital Access Program (MCAP)**

410-514-7237

A revitalization resource to support the growth and success of small businesses in Priority Funding Areas throughout the State of Maryland. This is a credit enhancement program that enables private lenders to establish a loan loss reserve fund from fees paid by lenders, borrowers, and the State of Maryland. Communities that have small businesses receiving financing through loans enrolled will benefit from new or expanded services provided by the small businesses.

- **Maryland Linked Deposit Program**

410-514-7237

Minority Business Enterprises certified by the Maryland Department of Transportation can take advantage of lower interest rates on loans they obtained from participating financial institutions. Certified MBEs that notify the Maryland DHCD prior to obtaining qualifying loans from enrolled financial institutions may be able to receive a 2% discount on their loan(s).

- **Neighborhood Business Works Program**

410-209-5808

Provides flexible gap financing in the form of below-market interest rate loans to small businesses and nonprofit organizations locating or expanding in locally designated neighborhood revitalization areas.

Federal Incentives

Maryland Economic Adjustment Fund (MEAF)

410-767-6356

ChooseMaryland.org

MEAF assists small businesses with upgrading manufacturing operations, developing commercial applications for technology, or entering into and competing in new economic markets. Eligible businesses include manufacturers, wholesalers, service companies and skilled trades. Funds can be used for working capital machinery and equipment, building renovations, real estate acquisitions and site improvements.

Key DBED Small Business Capital Resources

Program Name and Sponsor	Products
Maryland Economic Development Assistance Authority and Fund/Five financing capabilities available 410-767-2369 ChooseMaryland.org	Loans Grants Investments
Maryland Industrial Development Financing Authority 410-767-6376 ChooseMaryland.org	Loan Guarantees Bonds
Maryland Industrial Development Financing Authority	Small Business Recovery Guarantees
Maryland Small Business Development Financing Authority/Contract Financing 410-333-4270 ChooseMaryland.org	Direct loans Loan Guarantees Equity Investments
Maryland Small Business Development Financing Authority/Equity Participation Investment	Loans Loan Guarantees Equity Investments
Maryland Small Business Development Financing Authority/Guaranty Fund	Loan Guarantees
Maryland Small Business Development Financing Authority/Surety Bond Program	Bonds
Maryland Venture Fund 877-821-0099 ChooseMaryland.org	Challenge Investments Enterprise Investments

Uses	Eligible Applicants
Land acquisition, infrastructure improvements, buildings, fixed assets, leasehold improvements, working capital, studies, strategic plans, revolving loan funds, and special purposes	Below market financing to specific industry sectors locating or expanding in a Priority Funding Area
Land acquisition, building acquisition, construction cost, machinery and equipment, furniture and fixtures, leasehold improvements, certain eligible "soft costs," energy-related projects and working capital	Commercial and industrial businesses (with the exception of retail), manufacturers, not-for-profit entities and day care providers
Fixed assets and working capital	Commercial and industrial businesses (with the exception of retail), manufacturers, not-for-profit entities and day care providers
Working capital, supplies and materials, and acquisition of machinery and equipment needed to complete a contract	Small businesses that do not meet the established credit criteria of financial institutions, and consequently are unable to obtain adequate business financing on reasonable terms through normal financing channels
Land acquisition, leasehold improvements, acquisition of M&E, purchase of existing franchise, construction or renovation, and franchise fees	Small businesses that do not meet the established credit criteria of financial institutions, and consequently are unable to obtain adequate business financing on reasonable terms through normal financing channels
Working capital, acquisition of machinery or real property, and RE improvements	Small businesses that do not meet the established credit criteria of financial institutions, and consequently are unable to obtain adequate business financing on reasonable terms through normal financing channels
To assist Maryland's small contractors in obtaining bid, performance, and payment bonds for contracts, which receive the majority of their funding from federal, state, or local government	Small businesses that do not meet the established credit criteria of financial institutions, and consequently are unable to obtain adequate business financing on reasonable terms through normal financing channels
Initial costs of bringing new products to market	Seed-stage companies
Investment in next stage development	Emerging high-technology businesses

Terms & Conditions	Target Audience
Assistance cannot exceed the lesser of \$10 million or 20% of the current fund balance	Businesses in eligible industry sectors
Financial obligation may be up to 80% of loan amount not to exceed \$2.5 million, insurance on export transactions may be up to 90% of obligation, insurance of tax-exempt, taxable and energy bonds issued by MIDFA may be up to 100% of bond amount not to exceed \$7.5 million	Financial Institutions
Up to \$50,000 not to exceed 50% of loans up to \$100,000, up to \$250,000 not to exceed 25% of loans up to \$1,000,000	Financial Institutions
Loans and guarantees subject to cap of \$2,000,000, equity guarantees limited to lesser of \$250,000 or 10% of proposed equity investment	Small Businesses
Franchising & business acquisition-equity investment or loan cannot exceed \$2,000,000, with a term not to exceed 7 years Technology-loan or investment not to exceed \$2,000,000, with a term not to exceed 10 years	Small Businesses
Guaranty term up to 10 years, loan guaranty may not exceed \$2,000,000 or 80% of loan amount	Financial Institutions
Term is life of the contract including warranty period, guarantee is lesser of 90% of a surety's losses or \$5,000,000, direct bond issue may not exceed \$5,000,000	Small Businesses
Challenge: initial investment \$50,000 to \$100,000 Enterprise: investment ranges from \$150,000 to \$500,000	Biotechnology, information technology, telecommunications, software development and advanced materials companies



Bryan Voltaggio – Volt Restaurant

Season Six finalist of hit TV show Top Chef, Bryan Voltaggio is Executive Chef and Owner of Frederick's award-winning Volt. The contemporary and sophisticated fine dining restaurant showcases classic flavor combinations prepared with fresh, local ingredients.

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